



**COMMONWEALTH OF MASSACHUSETTS**  
**Board of Registration**  
**of**  
**Hazardous Waste Site Cleanup**  
**Professionals**

ONE WINTER STREET, 3rd Floor  
BOSTON, MA 02108  
PHONE: 617-556-1091 FAX: 617-292-5872

**PROFESSIONAL CONDUCT COMMITTEE**  
**Minutes of Meeting on September 27, 2010**

Approved on December 6, 2010

**Prepared by:** Lynn Peterson Read

**Meeting Location:** Raytheon Company, 870 Winter Street, Waltham, Mass

**List of Documents Used at the Meeting:**

1. Agenda
2. Active Case List
1. **Call to Order:** Janine Commerford called the meeting to order at 2:55 p.m. Also present were Gail Batchelder, Deborah Farnsworth, Kirk Franklin, Christophe Henry, Gretchen Latowsky, and Kelley Race. Board members Jack Guswa and Debra Stake were absent. Staff members present were Terry Wood, Lynn Read and Al Wyman. Also present were Wes Stimpson and Matt Hackman of the LSP Association, Tom Potter of MassDEP, and Chris Hackman.
2. **Announcements:** Ms. Wood requested that the subject of future contracts with expert witnesses be added to the agenda.
3. **Review of Draft Minutes:** The draft minutes of the meeting held on August 10, 2010 were approved.
3. **Old Business**
  - A. **Status of CRTS**

At Ms. Commerford's request, the chair of each CRT reported on progress made since the August meeting.
4. **New Business**

**Future Contracts with Expert Witnesses**

Ms. Wood stated that she and Ms. Read had each recently engaged expert witnesses for upcoming adjudicatory hearings. The MassDEP staff members who administer expert-witness contracts informed Ms. Wood that due to recent changes in state contracting standards, in the future the Board will not be able to engage its expert witnesses individually, but must utilize a Master Services Agreement (MSA). Creating a Master Services Agreement involves publicizing the Board's need for expert witnesses and using the response to compile a list of experts who are qualified and interested in serving as expert witnesses for the Board. The MSA would be somewhat open-ended so that if the Board needed a specific type of expertise in a particular case but none of the candidates on the MSA had the required qualifications, the Board could reopen the MSA to allow additional applications.

The Board asked Ms. Wood to gather information from other professional licensing boards about their experience with MSAs, and report back at the next meeting. No vote was taken and the matter was tabled until Ms. Wood reports back with that information.

**6. Future Meetings**

The Committee has scheduled a meeting for December 6, 2010, at the offices of Weston & Sampson in Peabody.

**7. Adjournment:** The meeting was adjourned at 3:14 p.m.